

# BLUE MOUNTAIN COLLEGE

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## PROCEDURES

### POLICY 2.30

### SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID ELIGIBILITY

### CODE OF CONDUCT – OFFICE OF FINANCIAL AID

#### Mission of the Office of Financial Aid

The Blue Mountain College Office of Financial Aid serves students, families, and the community by providing financial aid information and resources to assist students in achieving their educational goals. The College is committed to providing quality financial aid services to constituents while maintaining equality and accountability in the administration of public, institutional, and private financial aid funds. The College adheres to the following Code of Conduct regarding services offered through the Office of Financial Aid.

#### Code of Conduct

Blue Mountain College:

1. communicates to the institution's constituents established priority dates, deadlines, and eligibility criteria.
2. communicates to students the need to complete and submit required documents in a timely manner.
3. requires institutional employees to comply with state and federal laws that prohibit soliciting or accepting gifts or other things of value from entities involved in making, holding, consolidating, or processing student loans.
4. discloses the institution's relationships with lenders through the services of ELM Resources at: <https://www.elmselect.com/oll/Agreement>.
5. exercises care and commitment to students when selecting lenders for a lender list.
6. discloses the criteria and process used to select lenders on our lender lists and notify students that they have the right and ability to select a lender of their choice regardless of the lender list.
7. provides student and parent borrowers with access to, and process loans for, all lenders of choice, including those no on the 'lender list'.
8. does not allow employees of lending institutions to work in or provide staffing assistance to College offices.
9. provides 'entrance and exit counseling' to educate borrowers through the services of Mapping Your Future at: <http://www.mappingyourfuture.org/>.
10. provides comprehensive financial aid counseling for students, prospective students, families, and the community.
11. continuously evaluates services to students and families, striving to provide the highest quality services to constituents.
12. ensure that these requirements and the requirements of state and federal law are followed through regular reviews and audits.
13. use as a guideline the NASFAA's Statement of Ethical Principles and Code of Conduct located at: <http://www.nasfaa.org/Subhomes/MediaCenter/NASFAACodeofConduct.pdf>.